



APSC Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Faculty of Applied Science

Worker Co-Chair: Sean Buxton, MECH
Employer Co-Chair: Marlene Chow, CHBE

Date: Wednesday, January 10, 2024

Time: 09:00 - 10:30am
Location: Hybrid - CEME 2202 & Zoom Meeting

AGENDA:

<ol style="list-style-type: none"> 1. Roll Call 2. Determination of Quorum 3. Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes 4. Additional Agenda Items, Review Actionable Items from Local Safety Team (LST) Minutes & Approval of Agenda 5. Review Central Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents <ul style="list-style-type: none"> • Monthly Incident List & Statistical Summary Report 	<ol style="list-style-type: none"> 6. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers) 7. Review Education and Training 8. Ongoing Business – Status of Action Items 9. JOHSC Recommendation Letters (Correspondence) 10. New and Other Business 11. Next Meeting 12. Meeting Adjournment
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1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Aaron Hope	AAPS	MINE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carmen Jensen (A)	FAC	MINE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Christina Larson	CUPE 2950	MECH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cindy Wong	AAPS	BPI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Erin Hagen	CUPE 116	CHBE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gable Yeung (A) (In at 09:15)	NUT	ICICS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gary Lockhart (A) (Out at 09:25)	AAPS	BRIM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heli Eunike (A)	CUPE 116	MTRL	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jennifer Pelletier	AAPS	MECH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jill Mahy	FAC	NURS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Worker Representatives	Association/ Union	Work Location	Present	Regrets	Absent
Markus Fengler	FAC	MECH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Robert Geyer	AAPS	SALA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ross Sheppard (A)	AAPS	ECE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roza Vaez Ghaemi (A)	CUPE 2278	CHBE/BME	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sabrina Fried	AAPS	ECE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scott Jackson	AAPS	CIVIL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sean Buxton	AAPS	MECH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wendie Wu	CUPE 2278	CHBE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employer Representatives	Association/ Union	Work Location	Present	Regrets	Absent
Ailish Statham	AAPS	APSC DO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jody Swift (A)	AAPS	APSC DO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marlene Chow	AAPS	CHBE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/ Guests		Work Location	Present	Regrets	Absent
Janet Hankins	Resource	Safety & Risk Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rich Wambolt	Resource	Safety & Risk Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Richard Colwell	Administrator	APSC DO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laura Thomsen	Administrator	APSC DO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Note: Alternates are indicated by (A)					

2. DETERMINATION OF QUORUM

- a. A minimum of 4 members;
- b. Worker representatives (faculty and staff workers who do not exercise managerial functions) and employer representatives (management workers who exercise managerial functions);
- c. At least half of the members must be worker representatives;

Is there a quorum for this meeting? <i>* If a quorum is not met, the meeting does not qualify as a monthly meeting. The monthly meeting will need to be rescheduled within the same month.</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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3. APPROVAL OF PREVIOUS JOHSC MEETING MINUTES

(Statement to indicate minutes of previous meeting have been read & acknowledged and to record any corrections to it)

- Move to adopt minutes.
- List amendments to minutes Moved by: Scott Jackson Seconded by: Sabrina Fried

Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

Approved by Sabrina Fried Seconded by Cindy Wong	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

See the attached incident report: N/A

- Monthly Incident List & Statistical Summary Report *(make note of trends etc. For any general CAIRS information that requires discussion or action, please record under "New Business." Any incident-specific items and follow up requests are to be listed below)*

(See Legend at the End for Priority and Status Codes)*

Item # <small>(Use CAIRS Incident ID #)</small>	Priority	Date	Action Plan <small>(Actions Taken/Need to be taken)</small>	Assigned To	Follow up: Date Pending	Status
			Old reports w/follow up CHBE, CERC, & BRIC			
132444	C	2023-11-23	Back Strain at BRDF A worker was repeatedly ascending and descending a ladder and navigating obstacles at BRDF. After a while they started to feel onset pain in their lower back. They walked over to First Aid and saw an attendant who did a mobility test, gave them a hot pack and the worker returned to work. Their pain was gone after a couple hours. NOTE: Investigation being led by E&W as the incident did not involve CHBE personnel. Corrective Actions: Most items	EH (CHBE)		C



			were fixed and could not be moved; so instead they have requested a "morning stretch program" to ensure the workers have a series of low intensity stretches to help prevent and alleviate any tweaks during the day (Complete) .			
			New reports			
			CHBE, CERC, & BRIC			
133629 133628	C	2023-12-22	Head Bump: After working under some equipment, the individual stood up and bumped their head on a gate valve control handle. They applied an ice pack - there was no bleeding or loss of consciousness. In Progress	EHEH (CHBE)	2024-02-14	IP
133650	C	2024-01-05	Injured Finger: Worker was dumping garbage into the dumpster. The lid was propped open but the wind slammed it shut onto the worker's finger. They called First Aid who examined them and provided them with an ice pack. They returned to work with no further issues. Corrective Actions: - Remind the worker to use the dumpster arm to properly secure the lid open when dumping garbage (Complete) .	EH (CHBE)		C

6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)

Attach inspection checklist(s) and report(s) to these meeting minutes and use this table to record the discussion and new recommendation(s)

			Previous inspections with follow-up items:			
			CHBE, CERC, & BRIC			
GI-CHBE-23/02/08	C		Microwave-assisted pyrolysis (MAP) pilot plan: Not quite ready, waiting for final CSA approval, complete hazard analysis, automating a shutdown, alteration of platform to prevent falls/tripping and Personal Safety Gear.	EH (CHBE)	2024-02-14	IP



6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)								
		<i>Update – May 10th, 2023: Has been CSA approved and SOP updated – reviewing the new SOP and HAZOP then will reinspect</i>						
GI-CERC/CHBE-23/11/08-05	C	CERC 274 / CHBE 634	<ul style="list-style-type: none"> - Update door signage (274/634) (IP) - Create and keep training records (274/634) (IP) - Remove chemicals from floor (274/634) (IP) - Make appropriate labels for all chemicals in the lab (634) (IP) - SDS's need to be updated (274/634) (IP) - Biosafety cabinet needs to be annually certified (274/634) (last checked July 2022) (IP) - Biosafety permits must be posted in the space (274/634) (IP) - Get lids and labels for the biohazardous waste containers (274/634) (IP) - Overall cleanliness is an issue; very crowded – should be cleaned (634) (IP) 			EH (CHBE)	2024-02-14	IP
GI-CERC/CHBE-23/11/08-06	C	CHBE 171	<ul style="list-style-type: none"> - Shelves need seismic restraints (IP) - Create and keep training records (IP) - Make appropriate labels for all chemicals in the lab (IP) - Chemical inventory and SDS's need to be updated (IP) - Overall cleanliness is an issue; very crowded – should be cleaned (IP) 			EH (CHBE)	2024-02-14	IP
		BRIM						
GI- BRIM-23/12/14-01	C	JOHSC Action	Date	Location	Significant Issues	GL (BRIM)	2024-02-14	IP



6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)								
		none	10/23 /23	341/343 ECE lab bioelectronic materials & devices	1) update emergency contact information 2) post no eating drinking signa 3) assemble spill kit 4) dispose overflowing sharps containers 5) update chemical inventory and post 6) acquire small step ladder 7) rearrange items on overhead shelves			
		none	11/01 /23	442/443 ECE lab 3d -printing	1) fire extinguisher testing expired 2) initiate weekly eyewash testing 3) discard unsafe electrical cords 4) dispose of isopropanol waste (> 25 L) 5) update and post chemical inventory 6) initiate peroxide testing for methyl isopropyl ether			



6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)							
		none	10/25 /23	447 ECE lab silicon photonics technologies	1) initiate laser safety protocols (warning signage, laser goggles) 2) update emergency contact signage 3) implement working alone procedures 4) create orientation records 5) rearrange some large items on shelves 6) post updated chemical inventory 7) dispose of waste chemicals		
New Inspections Reported							
MINE							
GI-CMP-23/12/11	C	Inspection Date: Dec 11, 2023 Location: CMP 100, 101, 101A, 101B, 108, 109 Notable Issues: CMP 101-machine maintenance/inspection logs to be updated. JOHSC Action Required? No			AH (MINE)	2024-03-13	IP
GI-CMP-23/12/01	C	Inspection Date: Dec 1, 2023 Location: CMP 109A, 109B, 155 Notable Issues: None JOHSC Action Required? No			AH (MINE)		C
GI-FF-23/12/21	C	Inspection Date: Dec 21, 2023 Location: FF 503 Notable Issues: None			AH (MINE)		C



6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
		JOHSC Action Required? No			
GI-CMP-23/12/21	C	Inspection Date: Dec 21, 2023 Location: CMP 201A, 203, 358 Notable Issues: None JOHSC Action Required? No	AH (MINE)		C
GI-CMP-23/12/15	C	Inspection Date: Dec 18, 2023 Location: CMP 305 Notable Issues: None JOHSC Action Required? No	AH (MINE)		C
GI-CMP-23/12/18	C	Inspection Date: Dec 18, 2023 Location: CMP 200; 204; 206; 208; 210; 304A Notable Issues: None JOHSC Action Required? No	AH (MINE)		C
		APSC			
GI-KAIS/MCLD – 23/11/28-01	C	Fred Kaiser 1100/1120/5000 & Hector MacLeod 4001-4009 (ODD#) Significant Issues: None	LT (APSC)		C
GI – KAIS/MCLD – 23/11/28-02	C	Fred Kaiser 5027/5030 and Hector MacLeod 4009 Significant Issues: None	LT (APSC)		C
GI-EDC-23/11/14	C	Engineering Design Centre-Classrooms: 1) 201,301- many extension cords along ground due to floor outlets/ lack of wall outlets (building design issue)	RC (APSC)		C
GI-EDC Offices- 23/11/14	C	Engineering Design Centre- Office and Administration spaces: 1) No Fire drill in the last 12 months. To be scheduled for 2024. 2) Some, but not all, bookshelves are secured to walls. SR to be submitted once vacant offices are occupied.	RC (APSC)	2024-02-14	IP

* GI- General Inspection

7. REVIEW EDUCATION AND TRAINING
(General discussion, confirm all training is up-to-date, etc. For all actionable items please list below)



7. REVIEW EDUCATION AND TRAINING

Item # (ED-yy/mm/dd-01)	Priority	Discussion/Comments/Recommendations	Assigned To	Follow up: Date Pending	Status
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* ED – Education and Training

8. ONGOING BUSINESS – Status of Action Items

Original Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
APSC					
NB-21/09/08-01	D	LST membership: Asking all LSTs to submit any changes to their membership to Richard to update list on respective share-point sites.	RC (APSC)		R
NB-23/01/11-04	C	Enrolment in the new chemical safety program: Enrolment in the new chemical safety program	All Committee Members		R
NB-23/06/14-01	E	Outstanding items in JOHSC minutes: Asking all JOHSC reps with old or outstanding inspections and items arising to contact RC and LT (APSC) with updates to close items off in the minutes	All Committee Members		R
Items arising from previous LST meetings:					
NB-23/10/11-04	E	APSC JOHSC Co-chairs completing the Annual JOHSC Evaluation with SRS: IP. Will be presented to JOHSC membership upon completion. <i>Dec 13, 2023 – Update: Additional goal for 2024- Advocate to SRS for the development of an Electrical Safety Program for UBCV.</i> <i>Jan 10, 2024 – Update: RC to bring up to SRS the need for electrical safety education/training for administrators/Pis around purchasing CSA (or equivalent) certified equipment for use at UBC.</i>	MC (CHBE) + SB (MECH)+ RC (APSC)	2024-02-14	IP
NB-23/11/08-02	C	MECH: <ul style="list-style-type: none"> • MECH is looking into the work alone policy for Capstone students. It would be really helpful if it was possible for Capstone students (indeed all students) to be able to use the work alone feature on the 	MF + JP (MECH)		C



8. ONGOING BUSINESS – Status of Action Items					
		<p>UBC Safe App. For now, we are creating a work alone procedure based on the SRS template.</p> <ul style="list-style-type: none"> We are looking into the possibility of creating guidelines/policies for lithium batteries. It would be good to hear what people do in the rest of APSC. <p><i>Dec 13, 2023 – Update: MECH to adopt Penn State guidelines until SRS ones are available.</i></p>			
NB-23/11/08-05	C	<p>APSC - LiPo Battery safety: Question for SRS: what is the status of the Lithium battery safety guidance document/program? MECH points to a Penn State program that could be used in the interim.</p> <p><i>Dec 13, 2023 – Update: MC (CHBE) connected RW (SRS) with SMEs to review and comment on draft battery safety guidelines.</i></p>	<p>MC (CHBE) RW (SRS) RC (APSC)</p>		R

* ED – Education and Training * GI- General Inspection *NB – New Business

9. JOHSC RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafe BC)						
Item # (use Recommendation #)	Priority	Discussion and/or Action Items	Assigned To	Date of Issue	Date to be Completed	Status
IR# 202316973137A	C	<p>Description: This Inspection Report documents the receipt and acceptance of the employer's full Incident Investigation Report (EIIR), relating to an incident which occurred on November 10, 2023 when a worker sustained an injury after falling while going up the stairs. There were zero (0) orders issued to the University.</p> <p>JOHSC/LST General Learnings/Discussion Points: Reminder that incident investigations must be completed within 30 days, with description, unsafe conditions, contributors, causes, corrective actions, and worker rep participation.</p>	<p>RC (ASPC)</p>	2023-12-19		C

* REC – Recommendation Letter



10. NEW & OTHER BUSINESS					
Item # (NB-yy/mm/dd-01)	Priority	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
		Items arising from LST meetings for January meeting:			
NB-24/01/10-01	C	BRIM: AMPEL is in the sights once again by Energy & Water for unoccupied nighttime setback of laboratory air exchanges from 8 to 4 ACH. AMPEL would like the JOHSC to consider a motion to request clarification from SRS if there is any laboratory condition or hazardous materials or quantity of hazardous materials present whereby laboratories should not be considered for unoccupied nighttime setback of 4 ACH, and for SRS to carry out risk assessments on all AMPEL labs. <i>JH, SRS will follow up with Energy and Water (IP).</i>	GL (BRIM)	2023-02-14	IP
NB-24/01/10-02	E	MTRL: Completed semi-annual inspections and re-inspections	HE (MTRL)		C
		NEW BUSINESS			
NB-24/01/10-03	E	Trespasser in APSC spaces: Known trespasser (“SB”) has returned to campus. Arrested in September at ICICS. Spotted in Kaiser Atrium in early January.	RC (APSC)		C
NB-24/01/10-04	E	Review of APSC CAIRS statistics for 2023. RC to present.	RC (APSC)		C
NB-24/01/10-05	E	Silica Exposure Control Plan (ECP) Feedback. The January 30th, 2024 deadline for the Silica Exposure Control Plan (ECP) feedback survey is fast approaching. Your input is essential in shaping the Silica ECP. To provide your feedback, please complete this Qualtrics survey . The Silica ECP can be found using the link on the first page of the survey.	RC (APSC)		C
NB-24/01/10-06	E	Suicide Crisis Helpline. Canadians can call or text 9-8-8 to access bilingual, trauma-informed, and culturally appropriate mental health and suicide prevention support. The service is free and can be accessed 24 hours a day, 7 days a week, 365 days a year. Trained crisis responders will listen to you and provide support	RC (APSC)		C



10. NEW & OTHER BUSINESS					
		with compassion, providing a safe space for you to talk. For more information, please visit 9-8-8 Suicide Crisis Helpline .			
NB-24/01/10-07	E	Bell Let's Talk – Mental Health. January 24, 2024 is Bell Let's Talk Day which raises funds for mental health initiatives and aims to reduce the stigma around mental illness. You can find more about this day and how you can contribute at Bell Let's Talk .	RC (APSC)		C
NB-24/01/10-08	E	Faculty and staff can access a range of mental health resources at UBC Health and Wellbeing . For additional educational opportunities, explore our mental health-related courses at UBC Workplace Learning .	RC (APSC)		C
NB-24/01/10-09	E	Janet Hankins to attend meeting as SRS resource.	RC (APSC)		C
NB-24/01/10-10	E	Welcome back Ailish Statham to the APSC JOHSC!	RC (APSC)		C
		Informational Items			
NB-24/01/10-11	E	<p>SRS:</p> <p>a. Monthly Phishing Workshops. Join our monthly 30-minute Phishing Workshops on Zoom, starting January 10th at 11:00am. Review recent phishing campaigns targeting our university community. Open to all faculty, staff, and students; registration required. https://privacymatters.ubc.ca/monthly-phishing-workshops</p> <p>b. Additional 8 hours of Occupational Health and Safety (OHS) Training. All JOHSC members are entitled to an additional 8 hours of OHS training. Below are a few upcoming local and virtual conferences or seminars. Registration and costs associated will be the responsibility of your department.</p>	RC (APSC)		C



10. NEW & OTHER BUSINESS					
		<ul style="list-style-type: none"> • Western Conference on Safety (in-person) on April 18-19 at the Hyatt Regency Vancouver. Early bird registration ends on March 15, 2024. • Employers' Advisers Seminars (in-person or virtual): The Employers' Advisers Office In-Person and Virtual Training Schedule for January-March 2024 has now been posted for registration. • Women in Safety Summit (in-person) on March 21 at the Calgary Telus Convention Centre. Pre-launch registration ends on January 5, 2024. <p>c. JOHSC and LST Training: New dates have been released for JOHSC and LST training. You can register for JOHSC training here, and LST training here.</p>			
NB-24/01/10-12	E	Road Safety at Work	RC (APSC)		C
NB-24/01/10-13	E	WHMIS Technical Decision Trees	RC (APSC)		C
NB-24/01/10-14	E	Technical Safety BC	RC (APSC)		C
NB-24/01/10-15	E	WorkSafeBC: <ol style="list-style-type: none"> • January 2024 public hearing on proposed regulatory amendments • Proposed amendments to policy on average earning • eNews • Recent work-related incidents reported to WorkSafeBC 	RC (APSC)		C

*NB – New Business

1. NEXT MEETING	
Date:	Wednesday, February 14, 2024
Time:	09:00 – 10:30
Location:	Hybrid: In person (CEME 2202) & Zoom



2. MEETING ADJOURNED	
09:40	Moved by: Markus Fengler Second by: Scott Jackson

LEGEND

PRIORITY:		STATUS:	
A	Critical/Life-threatening/high probability	N	New
B	Urgent/moderate probability of re-occurrence	R	Repeat
C	Important/low probability of re-occurrence	C	Complete
D	Reminders	IP	In Progress
E	Information	RF	Referred forward

Monthly Distribution and Posting of Approved Meeting Minutes (Required):

- Responsible VP
- Responsible Managing Director/Dean
- All JOHSC members
- Internal Communications Person
- Safety & Risk Services ubcsafety.committee@ubc.ca
- Posted on any Safety Bulletin Boards (if applicable)